

Retention and Classification Report

Agency: Salt Lake City (Utah). Mayor : Becker (1041)

City & County Building
451 South State Street, Room 306
Salt Lake City, UT 84111
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Records Officer

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AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82764

3

TITLE: Appointment calendar

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These calendars record all appointments of the mayor. These calendars include date, time, what meeting is about, name of contact person, phone number, and location of meeting. Also includes schedule request forms and briefing paper or information about meeting along with any correspondence from requestor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center until expiration of term and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office and the historical value of the record. These calendars are important in documenting the activities of the mayor and to reflect his management style and involvement in city affairs.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82767

TITLE: Appointments files

DATES: 1985-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files contain correspondence associated with the Mayor's appointments to city boards and committees. These files include correspondence, resumes, financial statements, letters of resignation, and letters of appointment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the appointment of boards and committees.

3

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14608

TITLE: Audit files

DATES: 1982-1991

ARRANGEMENT: None

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These are the draft copies and published copies of performance and operation audits and other special reports undertaken by city departments for the Mayor. Reports written prior to 1985 were under the Ted Wilson Administration.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14608

TITLE: Audit files

(continued)

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14607

3

TITLE: City-County building restoration files

DATES: 1985-1991

ARRANGEMENT: None

TOTAL VOLUME:

DESCRIPTION:

These files document the restoration and earthquake retrofitting of the city-county building. They include the records of Phil Erickson, DePaulis's assistant overseeing the restoration, photographs, slides and videotapes of the actual restoration, various studies, and celebration activities for the reopening in 1989.

RETENTION:

Retain until transferred to the State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Video recordings master: Retain in State Archives permanently with authority to weed.

Photographs: Retain in State Archives permanently with authority to weed.

Slides: Retain in State Archives permanently with authority to

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14607

TITLE: City-County building restoration files

(continued)

weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4903

3

TITLE: Coat of arms

DATES: undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82766

3

TITLE: Current issues files

DATES: 1985-

ARRANGEMENT: alphabetical by subject

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain all documentation concerning current issues under Mayor's jurisdiction. Some examples of present issues are: Children's Museum; Restoration of City and County Building; Fair Labor Standards Act; Mayor's Task Force for Appropriate Treatment of Homeless and Mentally Ill; Rose Park Sludge Dump; Trusts for Public Land Little Cottonwood Canyon; and Amtrak Issue. These files include copies of articles, laws, drawings, proposals, and staff studies.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until issue resolved in City Records Storage and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82766

TITLE: Current issues files

(continued)

APPRAISAL:

Administrative Historical

This retention is based upon the administrative and historical needs of the Office. These files are important for documenting the involvement of the Mayor in major city issues.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4865

3

TITLE: Directory

DATES: 1964-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Current directories have administrative use. Older directories document the organization and history of municipal government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82762

3

TITLE: Executive action log

DATES: 1985-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These logs record all documents signed by the Mayor. It is used to verify the arrival, the signature, and the departure of documents from the Mayor's Office. These logs include department received from, description of document(s), and date signed by Mayor.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This log is historically valuable because it documents the types of records signed by the Mayor and reflects the management style of the Mayor.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82765

3

TITLE: General correspondence files

DATES: 1984-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files contain the public correspondence of the Mayor. These files include thank you letters to or from Mayor, requests for information, press releases, letters of recommendation and welcome, letters of complaint along with the response, and correspondence to or from department heads, City Council members, and intergovernmental agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office and the historical value of the records. These files are important in documenting the mayor's policies, involvement, and style.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 17896

3

TITLE: General housekeeping files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 82763

3

TITLE: Incoming office calls log

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These log books document all incoming telephone calls to Mayor's Office. These books include person whom message is for, date, time, name of caller, agency or office represented, phone number, text of message, and type of call.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14624

3

TITLE: Newspaper clippings

DATES: 1985-1991

ARRANGEMENT: Chronological, thereunder alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

These newspaper clipping files document the activities of the mayor's office and other city departments. Includes actual newspaper clippings and photocopies of newspaper articles.

RETENTION:

Retain until transferred to State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Scrapbooks which document agency history and functions have ongoing research value.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 14624

TITLE: Newspaper clippings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4940

3

TITLE: Publications

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by the municipality, including pamphlets, leaflets, studies, proposals and other similar materials. These records include information on programs and events sponsored or supported by the mayor's office. Community newsletters detailing plans and preparations for the Salt Lake 2002 Olympic and Paralympic Winter Games are included. The series consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). Mayor : Becker

SERIES: 4940

TITLE: Publications

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public